

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-271A

OPEN PERIOD:

10/28/2010 – 11/27/2010

JOB TITLE:Aviation Resource
Management Specialist**PAY GRADE AND SERIES:**

GS-2101-09

PAY RANGE:

\$47,448 - \$61,678

POSITION LOCATION:

Fresno, CA.

UNIT:144th FW**PDCN #: 90093000****Security Clearance Required:**

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-5 through E-7.

Compatible Military Grade Assignment: AFSC 1C7XX, 1C0X2.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Air Operations Division of an Air National Guard Aviation Wing. It's purpose is to: plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management System (ARMS) control, ARMS interfaces, operational reports, technical guidance, and training of assigned aviation resource management personnel. This is accomplished through the: interpreting and administering of laws and regulations; directing, controlling, and monitoring the resource and training requirements of assigned rated and non rated aircrew for mission accomplishment and safety of flight; and serving as the overall ARMS database manager, analyst, and administrator for the Wing. As required, the position periodically performs Flight Services Specialist duties.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which demonstrates the applicant's ability to interpret, explain, and/or apply a variety of regulations and procedures.

Aviation Resource Management Specialist GS-2101-09: Must have 24 months of specialized experience in controlling and monitoring the resource and training requirements of assigned aircrew for mission accomplishment and safety of flight; publish aeronautical and military pay orders; review information received from finance, medical, personnel, and maintenance for use in review and auditing of flight records to include correct and current aeronautical orders, military pay orders, medical and physiological requirements, training requirements, flying hours, and Aviation Position Indicators to include anticipating issues of potential sensitivity that arise during the administration of the Aviation Resource Management System; experience in interpreting and administering laws and regulations regarding incentive pay to determine eligibility and entitlements; experience in flight management principles to include providing documentation and reports to assist in the Wing's effective use of the annual flying hour allocations; experience managing the flying hours management program by evaluating the effectiveness of the program and developing strategies for necessary improvements; experience creating or revising various reports, tables, or products to aid management in the development of policies, procedures and strategies for an effective aviation program using software programs and experience installing program updates, patches, or releases; troubleshooting system difficulties; repairing or requesting system repairs and knowledge of interface requirements for use of ad-hoc programs.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the

selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of various aviation management programs, policies, requirements, practices and objectives to manage and anticipate issues that arise during the administration of the Aviation Resource Management System.
2. Skill in interpreting and explaining the law and regulations relating to all facets of administering the incentive pay programs (ACIP, CEFIP, & HDIP).
3. Knowledge of flight management principles and methods.
4. Skill in evaluating the effectiveness of the program managed and in developing strategies for necessary improvements.
5. Knowledge of software programs, i.e., Aviation Resource Management System, Oracle Browser, and various ad-hoc programs.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating of qualifications by this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

[FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK**](#)**

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (mandatory)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from

HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER